

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

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April 17, 2012

ADDENDUM #1

INVITATION FOR BID #12-64

PRINTING & MAILING SERVICES OF WATER/SEWER BILLS

THIS ADDENDUM IS TO: **Answer the following Questions:**

Q1. After reviewing the RFP I noticed it states the bidder must have worked successfully with a bank's lock box service, as well as Tyler Technologies-MINIS software. Our experience we have with both however It hasn't been for two years. Will that exclude us from the opportunity to bid. We currently print and work with many other government entities and have the capability and experience to successfully do the job.

A1. As stipulated on page 11 of the project manual, "The bidder MUST have a demonstrated ability to work successfully with the Century Bank Lock Box Services, as well as output from MUNIS/Tyler Technologies software for a period of two (2) years." This requirement is non-negotiable.

Q2. Does the City require that mail be dropped at a USPS facility in Massachusetts, or would a vendor be allowed to drop mail at a USPS facility outside of the Massachusetts area. {For example, if chosen for the project, we would drop in Spokane, WA?

A2. As stipulated, on page 10 of the project manual, "The Successful Bidder MUST be able to process and mail the bills within one (1) day of receipt of the electronic billing file provided by the City, to assure that residents receive the invoices by the issue date identified on the bill, which is legally mandated under Massachusetts General Laws." This requirement is non-negotiable.

Q3. Is the City currently outsourcing these projects? If so, is the City happy with its current vendor? Also, if applicable, is current contract pricing available?

A3. The City is currently outsourcing the printing and mailing of our water and sewer bills. The current initial one year contract has been extended twice with the current vendor, Fast Mailing of South Easton, Massachusetts. Current pricing from Fast Mailing is as follows:

Item #	Form or Service	Estimated Quantity	Cost
1	#10 White Window Envelopes – Outbound (Supply and Printing of)	102,000	\$0.02
2	#9 White Envelopes – Inbound (Supply and Printing of)	314,000	\$0.02
3	Data processing	72	\$0
4	Printing of WATER/SEWER Bills	102,000	\$0.05
5	Folding of WATER/SEWER Bills	102,000	\$0.01
6	Stuffing of #9 Envelope into bills	102,000	\$0.01
7	Folding of Informational Flyers	102,000	\$0.01
8	Stuffing of Informational Flyers	102,000	\$0
9	Postal Preparation	102,000	\$0
10	Delivery to Post Office	72	\$0

Q4. Form specs:

1. #10 envelopes: are these printed in black ink on the face only, white stock, no inside tint?
2. #9 envelopes: are these printed in black ink on the face and back, white stock, no inside tint, no window?
3. Sewer Bills
 1. is it correct that there are 2 types – a Water/Sewer Bill and a Service Bill?
 2. Do any of the sewer bills have perforations?
 3. Is the additional color block highlighting critical information something that needs to be printed on the fly, or will this be preprinted? What does the City call these bills with the color block?
 4. Is any of the variable printing in color?
 5. Do any of the bills have printing on the back? If so, is it just one color, and is there any variable information printing on the back, or would it all be static?

A4. 4.1.) Yes; 4.2.) Yes, but the following is printed on the back, “THIS ENVELOPE FOR PAYMENT ONLY PLEASE ADDRESS CORRESPONDENCE TO APPROPRIATE CITY DEPARTMENT”; 4.3.1.) Yes; 4.3.2.) Yes – bottom third; 4.3.3.) These are regular bills with highlighted special notices which would be printed on every bill for the specified bill run; 4.3.4.) See the response to item 4.3.3; 4.3.5.) No, there is no printing on the back of bills.

Q5. Would it be possible to have hard-copy samples mailed to us at the following address?

Attn: Jennifer
The Master’s Touch, LLC
1405 N Ash St
Spokane, WA 99201-2805

A5. Water Sewer Bill Samples are provided on pages 15-19 of the Project Manual.

Q6. Will the possible supplemental inserts be printed static, or will there be variable information printed on these? Would the County be interested in having these inserts printed by the selected vendor?

A6. Supplemental inserts vary depending on the need in any given billing cycle. These inserts will be printed by the city and be provided to the vendor who is responsible for picking up and stuffing of the informational flyers within five business days of notification by the water and sewer billing office.

Q7. For clarification what are the exact volumes for the water/sewer bills that have the yellow and green highlight blocks? I would need to know the approximate volumes for each.

A7. Approximately 24,000 per quarterly cycle.

Q8. What was the cost to Newton for this RFQ in 2010-11?

A8. See response under Q3.

Q9. Who was your previous vendor in 2010-11?

A9. See response under Q3.

Q10. Is the "YELLOW" and "GREEN" static or variable on forms?

A10. See the response to item 4.3.3

Q11. In reference to MUNIS/Tyler Technologies -- will the vendor be considered if they have years of experience in system software integration -- but does not have 2 years of service specific to MUNIX/Tyler technologies?

A11. No.

Q12. In reference to Page 11 of IFB - "if the vendor is unable to furnish the materials and or services as ordered by the City, the vendor shall be obligated to obtain these materials and services from another vendor and will invoice the City as price specified." -- Does a vendor we have the opportunity to provide Newton alternative "reliable" solutions.

A12. No.

Q13. What are the specifications for the Century Bank Lock Box services?

A13. The City does not have this information on hand. Please contact Century Bank directly regarding lock box service specifications.

Q14. Is the City currently outsourcing the printing and mailing of its water / sewer bills? If so, to which vendor?

A14. Yes, see response to Q3.

Q15. Is a bid tabulation from the previous bid or is general contract pricing available for the expiring contract?

A15. Yes, see response to Q3.

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.

Purchasing Department